Saratoga County Soil & Water Conservation District Zoom Meeting Minutes of Organizational Meeting 01/20/2021

In Attendance:

<u>District Directors:</u> Victoria Garlanda – At Large Joe Grasso – Legislator Jennifer Koval – At Large Farmer Jay Matthews – At Large Farmer Donald Monica – Chairman Darren O'Connor – Legislator Steven Ropitzky – Vice Chairman

District Staff:

Lewis, Dustin – District Manager McCarthy, Shannon – Office Manager Monica, Scott – Senior Field Technician Dan Palemire – Field Technician

Regrets: Kate Girard

Meeting called to order at 3:05pm by Chairman D. Monica

1. Annual Meeting:

a. Appointments and Elections:

- i. The Saratoga County Board of Supervisors reappointed Director Darren O'Connor and appointed Director Joe Grasso as supervisor representatives to the District board for 2021. Koval and Matthews were also reappointed to the District board for another term.
- **ii.** Elections A **motion** was made by Garlanda, seconded by Koval, carried unanimously, to elect Ropitzky as Chairman.
- iii. A motion was made by Garlanda, seconded by Koval, carried unanimously, to elect Monica as Vice Chairman.
- **iv.** A **motion** was made by O'Connor, seconded by Garlanda, carried unanimously, to elect McCarthy as Secretary/Treasurer.

b. Official Paper/Official Bank/Mileage Rate/Meeting Dates and Time: A motion was made by Garlanda, seconded by O'Connor, carried unanimously to have:

- i. The Saratogian as the official newspaper for 2021
- ii. Ballston Spa National Bank as the official bank for 2021
- iii. \$0.56 per mile for mileage reimbursement for 2021
- iv. The 3rd Wednesday of every month as the meeting dates and 3:00pm as the meeting time for 2021.
- 2. <u>Minutes of December 2020 Meeting</u>: Motion to approve by O'Connor, seconded by Koval, Grasso and D. Monica abstained, all other approved, motion carried.

3. December 2020 Financial Reports:

a. <u>Receipts/Disbursements Report, Budget vs Actual Report and Vouchers</u>: (Attachment A, B & C) Motion to approve made by D. Monica, seconded by Matthews, carried unanimously.

4. Field Report: (Attachment D)

- 5. Cooperating Agency Reports:
 - a. NRCS: No report.
 - b. **FSA:** Report emailed to all.
 - c. RC&D: No report.
 - d. **NYSSWCC:** Monthly reported distributed to all by email. Lewis stated he was notified that EPF will be funded, increase of \$1 million to Districts.
 - e. NYACD: No report.
 - f. CCE: No report.

6. Old Business:

- a. Water Quality Coordinating Committee:
- b. **<u>Grants:</u>** Lewis reported on the following:
 - i. AEM Payments for 2020 projects were issued, 2nd round for this contract has started.
 - ii. CAFO Lewis is working on closeouts, going back & forth with the State. Hoping to have them completed later this week.
 - iii. Septic Systems No active applications, State is putting together another round.
 - iv. Roadside Erosion On hold until Spring, 2 reimbursements submitted for approval.
 - v. Resiliency Training Grant Funding to offer roadside trainings for Towns, trainings being lined up for Spring & Fall.
- c. <u>**T&S 2021**</u>: Online store went live on 01/19/2021, orders are already coming in.
- d. Envirothon 2021: Will be held virtually this year.

7. New Business:

- a. Audit of 2020 Books: To be scheduled once able to hold meetings in person.
- b. <u>LGS-1 Retention Schedule</u>: A motion was made by Grasso, seconded by Garlanda, carried unanimously for the District to follow the LGS-1 Retention Schedule.
- c. <u>MOU with CCE:</u> A motion was made by D. Monica, seconded by Grasso, carried unanimously to approve the District entering a Memorandum of Understanding with CCE.
- d. <u>Replace Clerk's Computer:</u> A motion was made by O'Connor, seconded by D. Monica, carried unanimously to approve payment to replace the Clerks laptop, not to exceed \$1,200.

8. Other Business:

- 9. Correspondence: (Attachment E)
- 10. <u>Next Meeting Date and Adjournment</u>: The next meeting is scheduled for Wednesday, February 17, 2021 at 3:00pm. Meeting adjourned by Chairman at 3:55pm.

Respectfully submitted:

Shannon J. McCarthy, Secretary

Donald Monica – Chairman

ATTACHMENT A:

	Operations (Checking/Money		and Disbu emeber 2					
		Dec	emeber 2	020				
	Market/Accrued Liabilities)	Petty Cash	WQCC	Envirothon	Roadside Erosion	Koval CAFO	Welcomstock CAFO	AEM Projects
BOOK BALANCE as of 11/30/2020	\$160,362.57	\$250.00	\$4,112.53	\$2,172.05	\$76,360.16	\$143,499.74	\$231.23	\$48,988.8
RECEIPTS								
Interest	\$3.04			\$0.06		\$4.82		\$2.99
Bird/Bat Item Sales	\$28.04							
Gifts and Donations				\$200.00				
No Till Drill Rental Fees	\$290.00							
County Appropriation	\$31,471.50							
State Grants								\$24,896.1
State Reimbursements	\$6,000.00							
Sales Tax Received	\$1.96							
TOTAL RECEIPTS	\$37,794.54	\$0.00	\$0.00	\$200.06	\$0.00	\$4.82	\$0.00	\$24,899.09
DISBURSEMENTS								
Directors Per Diem for Meetings	\$180.00							
Office Manager	\$5,047.98							
District Manager	\$8,434.72							
Technician(s)	\$11,526.34							
Payments to Cooperators & Others								\$49,792.2
Conservation Practice Supplies	\$125.00							
Directors Travel/Training	\$72.11							
Employees Travel/Training	\$100.00							
Telephone/Internet	\$979.64							
Office Supplies	\$183.11							
Postage	\$39.70							
Bank/Credit Card Fees	\$1.20							
Part C Project Materials	\$2,647.59							
Gas & Oil	\$434.08							
Health/Dental Insurance	\$4,817.78							
Retirement Benefits	\$27,169.00							
Employer Share FICA/Medicare	\$1,860.62							
TOTAL DISBURSEMENTS	\$63,618.87	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$49,792.20

ATTACHMENT B:

ATTACHMENT C:

BL	JDGET TO ACTUAL	REPORT		
	DECEMBER 20	20		
		ACTUAL	ACTUAL	ACTUAL
RECEIPTS	BUDGET 2020	NOV. 2020	DEC. 2020	JAN - NOV 2020
District Tree & Shrub Program	\$40,000.00			\$35,247.14
Fish Stocking Program Sales	\$3,000.00			\$449.56
Interest	\$100.00	\$6.19	\$3.04	\$79.91
Sales	\$775.00		\$28.04	\$5,130.26
Sale of Equipment	\$28,000.00			\$76,400.00
Gifts and Donations	\$0.00			\$0.00
Ag Value - Soil Group Worksheet	\$1,000.00			\$1,800.00
Sales Tax Credit	\$0.00			\$36.70
Fees	\$7,500.00	\$675.00	\$290.00	\$8,536.50
County Appropriation	\$125,886.60		\$31,471.50	\$125,886.00
State Grants	\$50,000.00			\$190,752.20
State Reimbursements	\$166,000.00		\$6,000.00	\$6,000.00
Federal Grants/Reimbursements	\$0.00			\$12,237.28
Sales Tax Received	\$1,000.00		\$1.96	\$603.07
NYS Retirment Holding	\$0.00			\$136.02
TOTAL RECEIPTS	\$423,261.60	\$681.19	\$37,794.54	\$463,294.64

		ACTUAL	ACTUAL	ACTUAL	
DISBURSEMENTS	BUDGET 2020		DEC. 2020	JAN - OCT 2020	
Disponseivents Directors Per Diem for Meetings	\$1,200.00	1407.2020	\$180.00	\$1,000.00	
Office Manager	\$38,742.63	\$2,969.40	\$5,047.98	\$38,899.14	
District Manager	\$56,742.03	\$2,969.40	\$3,047.98	\$64,996.96	
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Field Technician (Senior)	\$49,041.06	\$3,757.60	\$6,387.92	\$49,224.56	
Field Technician	\$39,445.66	\$3,022.60	\$5,138.42	\$39,596.06	
Furniture and Fixtures	\$0.00			\$0.00	
Office Equipment	\$3,000.00			\$0.00	
Motor Vehicle Equipment	\$35,000.00	\$36,686.52		\$37,156.72	
Field Equipment	\$2,000.00	\$430.10		\$672.86	
District Trees Expenses	\$30,000.00			\$25,232.01	
Fish & Pond Stocking	\$2,500.00			\$308.50	
Flags and Stakes	\$0.00			\$0.00	
Conservation Practice Supplies	\$750.00	\$131.25	\$125.00	\$2,109.14	
WQCC	\$0.00			\$0.00	
Directors Travel/Training	\$1,000.00		\$72.11	\$434.72	
Employees Travel/Training	\$3,500.00		\$100.00	\$1,729.66	
Telephone/Internet	\$3,200.00	\$120.00	\$979.64	\$3,354.63	
Office Supplies	\$3,000.00	\$125.83	\$183.11	\$1,517.78	
Meeting Expenses	\$750.00			\$78.00	
Educational Expenses	\$750.00			\$256.74	
Auto/Field/Liability Insurance	\$4,500.00			\$4,676.18	
Workers' Compensation/Disability Insurance	\$3,500.00			\$2,501.88	
State, National Dues	\$1,500.00			\$0.00	
State Fair	\$100.00			\$100.00	
Postage	\$1,000.00		\$39.70	\$246.55	
Bird Item Expenses	\$750.00			\$601.00	
Credit Card Fees	\$1,000.00		\$1.20	\$891.19	
Part C Project Materials	\$20,000,00		\$2.647.59	\$13,266.45	
Repairs to Truck & Field Equipment	\$2,250.00			\$0.00	
Gas & Oil	\$2,500.00		\$434.08	\$1,816.91	
Health Insurance	\$56.727.52	\$4,930.41	\$4.817.78	\$55.021.28	
Retirement Benefits	\$35.000.00	÷.,::50.11	\$27,169.00	\$27,169.00	
Employer Share FICA/Medicare	\$15,000.00	\$1,060.13	\$1,860.62	\$14,285.11	
Sales Tax Disbursement	\$800.00	\$1,230.10	÷.,250.02	\$734.88	
NYS Retirment Holding	\$0.00			\$136.02	
TOTAL DISBURSEMENTS	\$423,261.60	\$58,195.44	\$63,618.87	\$388,013.93	
	Q420,201.00	φ30,133.44	\$00,010.07	φ300,013.33	
NET TOTAL	(\$0.00)	(\$57,514.25)	(\$25,824.33)	\$75,280,71	
NETIONE	(\$0.00)	(401,014.20)	(920,024.33)	φ/0,200.71	

2021 MEETING VOUCHERS - JANUARY								
ACCOUNT	#	PAYEE	EXPLANATION	AMOUNT	DATE PAID	CHECK #	AMOUNT PAID	BALANCE DUE
General	1	Saratoga County Self Insurance	Workers Comp - 2021	\$2,517.71	01/21/21	10173	\$2,517.71	\$0.00
General	2	The Hartford	Disability Insurance: Oct - Dec 2020	\$31.14	01/14/21	10172	\$31.14	\$0.00
General	3	Alpha Nurseries	T&S 2021: 25% Deposit	\$764.14	01/21/21	10175	\$764.14	\$0.00
General	4	A.G. Ammon Nursery	T&S 2021: 25% Deposit	\$1,106.00	01/21/21	10174	\$1,106.00	\$0.00
General	5	Meadowview Tree Nursery	T&S 2021: 25% Deposit	\$981.50	01/21/21	10176	\$981.50	\$0.00
General	6	Pikes Peak Nursery	T&S 2021: 25% Deposit	\$1,267.50	01/21/21	10177	\$1,267.50	\$0.00
General	7	Vermont Wildflower Farm	T&S 2021 Order	\$636.20	01/21/21	10178	\$636.20	\$0.00
General	8	Vernon Barnes & Son Nursery	T&S 2021: 30% Deposit	\$360.00	01/21/21	10179	\$360.00	\$0.00
General	9	De Lage Fianancial	Copier Lease: Jan. 2021	\$125.00	01/21/21	10180	\$125.00	\$0.00
General	10	Blueshield of NENY	Health/Dental: Jan. 2021	\$5,685.29	01/12/21	10171	\$5,685.29	\$0.00
General	11	Bank of America (Dustin's Card)	Monthly Payroll Fee	\$14.00				\$14.00
General	12	Bank of America (Scott's Card)	Part C Materials	\$514.99				\$514.99
Roadside	13	Hamilton County SWCD	Roadside Erosion Grant: 4th Quarter 2020	\$29,031.20				\$29,031.20
Roadside	14	Warren County SWCD	Roadside Erosion Grant: 4th Quarter 2020	\$6,546.00				\$6,546.00
General	15	Staples	Office Supplies	\$533.75				\$533.75
General	16	Saratoga County Gas Account	Gasoline: December 2020	\$88.64	01/21/21	10181	\$88.64	\$0.00
			TOTAL VOUCHERS	\$50,203.06		TOTAL DUE		\$36,639.94
			Bills to be Paid Before Next Board N	leeting:				
General		Blue Shield of NENY	Health Insurance - February 2021	\$5,685.29				
		TOTAL		\$5,685.29				

ATTACHMENT D:

January 2021 Field Report

- Continued work on Welcome Stock Farm CAFO close out
- Continued work on Koval Brothers Dairy CAFO close out
- AEM AEM strategic plan
- AEM Cover crop payments
- Completed 10 soil group worksheets
- Moreau Culvert replacement Permit paperwork (Moreau)
- Tree and shrub preparation

ATTACHMENT E:

<u>CORRESPONDENCE - Saratoga County SWCD</u> January 20, 2021

E-Mailed:

- An Update from State Comptroller DiNapoli: NY's Economy & Finances in the COVID-19 Era
- Recording of NYS Archives Webinar: What About That Room? Maintaining an Inactive Records
 Storage Area
- NACD Forestry Notes 12/17/2020
- Livingston Newsletter
- Conservation Clips 12/18/2020
- National Conservation Planning Partnership (NCPP) Update 12/18/2020
- CDEA News needs your news
- Empire Chapter Soil and Water Conservation Society 2021 Annual Meeting
- Kristin's New Email
- eResource 12/2/2020
- Happy Holidays from Comptroller DiNapoli
- January CDEA News needs YOUR news
- Suffolk SWCD Year in Review 2020
- Seneca Keuka Watershed Partnership Newsletter: December Issue
- Cover Crops & Market Gardens Workshop Jan 14
- Happy New Year from State Comptroller DiNapoli
- Happy New Year! Department of Agriculture and Markets
- Delaware County SWCD Annual Newsletter
- Your January Monthly Harvest is here
- DiNapoli Releases Report on Ethics Oversight in Local Governments
- Essex County SWCD 2020 Newsletter
- An Update from State Comptroller DiNapoli: NY's Economy & Finances in the COVID-19 Era
- Conservation Clips 01/08/2021
- NACD TA2021 Priority Requests are now OPEN!!
- New York USDA Service Centers Change in Office Operations
- DiNapoli Reflects on 2020, Urges New Yorkers to Keep Track of Gift Cards
- Water Quality Symposium
- SWCC December 15th Meeting Minutes
- eResource 01/12/2020
- Montgomery County Newsletter- 2021
- Hamilton County SWCD accomplishments and infographic
- Conservation Clips 01/15/2021
- CDEA-Updates Needed
- DiNapoli Remembers Dr. Martin Luther King, Jr. and His Legacy
- NYSCDEA Zoom Meeting- Jan 28th 10 AM
- Chemung County SWCD District Manager Job Announcement
- January 2020 SWCC Report
- eResource 01/19/2021